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M E M O R A N D U M

TO: Agency Fleet Coordinators

FROM: James Parsons, Fleet Analyst - Maintenance
Fleet Management Office

DATE: May 2, 2017

SUBJECT: Object Codes on the ARI invoice

By request of the State Auditor's office, ARI vehicle maintenance invoices must use the two following Object Codes when breaking down the invoice for payment. Listed below are some examples of each Object Code.

Object Code 3225
Vehicle Operating Expenses

Oil Changes
Car Washes
New Tires
Vehicle Inspections

Object Code 6105
Vehicle Repairs

Bearings
Seals
Brakes and/or Rotors
Transmission Repairs
Engine Repairs
Towing

Please contact me at (304) 558-0086 if you have any questions.